

Checklist for new Projects on the HOT Tasking Manager

Before publishing a project a project manager must be aware of the following requirements in order to maintain an appropriate level of quality for all projects. Further information can be found at <https://learnosm.org/en/coordination/tasking-manager3-project-admin/>

Area for mapping (Aol)

- ☐ The Area of Interest (Aol) has been well-formed and does not include vast open space without any entities to map (consider Mapswipe to remove unpopulated places).
- ☐ The Project Manager has checked that the AOI does not overlap any other active projects on the Tasking Manager and that the data to be mapped does not already exist in OSM.
- ☐ Existing OSM data reviewed, any obvious problems corrected or mentioned in instructions (misaligned roads, etc).
- ☐ Large areas have been broken up into multi project campaigns and have a workflow for managing multiple TM projects (suggest to keep projects below 2000 tasks).
- ☐ The Project Manager has contacted the local OSM community, where they exist, and have established community buy-in where necessary for coordinated editing or data import.

Imagery

- ☐ The available imagery has been checked to identify which one is correct for alignment and then which one is the latest and best resolution for mapping.
- ☐ Determine which imagery should be loaded automatically and what instructions you will need (using two sources, alignment, etc).

Gridded Projects

- ☐ The grid size for the individual tasks has been adapted to the goal of the project (larger for road mapping, smaller for mapping buildings) and verified at different locations of the Aol (in rural areas and in towns).

Project Description and Instructions

- ☐ A well formatted and descriptive title has been entered.
- ☐ Project priority has been properly set (urgent and high for disaster and imminent field work only).
- ☐ Appropriate changeset comment with hot project number, what is being mapped and hashtag(s) for statistics tracking has been entered.
- ☐ The instructions point out what entities must be mapped in order for a task to be considered complete. If the project is suitable for beginners the instructions include appropriate hints (square buildings, connect roads etc.)
- ☐ Instructions are clearly and explicitly worded for specifying which imagery to use for mapping and validating, and to align the imagery to existing mapping.
- ☐ The difficulty has been selected properly. If this project requires imagery and data alignment or if the imagery is difficult to interpret then requiring an appropriate mapper level and validator role should be considered.
- ☐ The project metadata tab has been fully filled out
- ☐ A priority area has been defined (if applicable).
- ☐ Default imagery has been entered to load automatically, including tms[]: before url